

BOROUGH OF JENKINTOWN
JENKINTOWN, PENNSYLVANIA

Admin & Finance Meeting,

May 12, 2004

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In attendance:

Committee members: VP Montanaro, Ms. Sher, Mr. Breslin, Mr. McCabe

Also attending: President Whitney, Mr. Giddings, Mr. Golden, Mr. Segal

Staff: E. Geissler, M. O'Brien, K. Fuelleborn (Engineer)

Citizen comments: Mr. Reid Richmond expressed concerns pertaining to the Business & Privilege/Mercantile Tax. Specifically, questions were raised regarding the perceived need to submit the entire tax form, rather than Schedule C and/or E. Committee reaffirmed that the submission of signed copies of Schedule C/E is sufficient.

JCA Report: No JCA members in attendance

Hiway Report: No members in attendance

Recreation Board: Chris Davis reported that a scheduled activity would occur at Town Square on 5/13/04. Committee approved the use of the Town Square. Council also voted to send the name of Ms. Libby Griffin to Council for approval as a new Rec Board member. Mr. Davis noted that Rec Board meetings will be held at the Library the last Wednesday of each month at 8:00 pm.

Committee Items:

1. Software: At the invitation of Mr. Geissler & Ms. O'Brien, two members of Edmunds & Assoc(Rich Evoy & Jeff Stout) conducted a presentation of a software program designed for municipal use. The company has been in business since 1972 and works exclusively with governmental software. They explained that their program is in use by approximately 500 other municipalities. The software permits an accrual-based accounting system and is GASB compliant. The company provides start-up, data retrieval and importation, training & Tech support. The cost for the 1st year is about \$20,000, with a \$600 support contract thereafter. Committee took this under advisement. Other options will be explored and this item will be on the agenda for next month.

2. Grants: brief report on proposed grant for Hiway Theater and proposed grant for new recycling truck.

3. Rental Property Ordinance: Continuation of discussion re: ordinance. Council members McCabe & Sher continue to have reservations, along with several citizens in attendance. Vote to forward the ordinance to Council was tied at 2-2 (Montanaro, Breslin in favor,

Sher, McCabe opposed). Will rediscuss in June meeting.

4. Mr. Geissler & Ms. O'Brien reported on significant increase in collection of 511 taxes. Current collection of business privilege is 84% of budget and collection of mercantile is 94% of budget. Increases are due to increased attention delinquent taxpayers and improved use of legal means to increase compliance with tax code. Chairman Montanaro commended Boro staff for their efforts.

5. Boro staff reviewed position of Boro Treasurer, as well as inclusion of a policy that either the President or VP shall co-sign checks over \$1,000.00, with the exception of payroll transfer checks, and no facsimile signature will be used.

Respectfully submitted, Michael Montanaro, Chair of Admin & Finance